



## Personnel Record Form Edit Checks School Year 2007-2008

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The assurance statement will be available as a menu option and not as a report this school year. School Districts are encouraged to run the below edit check reports and review and/or correct data as necessary. Some error reports may not be errors at all, but simply bring to your attention data that warrants your review. ALL districts are required to run the first 4-edit checks. Public and cooperatives are required to run ALL five-edit checks.

## First Edit Check

**STEP #1:** ALL school districts are required to run the "Edit Check PRF Personnel". Follow the directions on how to run a report and print the "Edit Check PRF Personnel" report.

CommReportMenu - Microsoft Internet Explorer provided by State of South Dakota

Report Main Menu [www.state.sd.us] - By System ID

System ID: DE04Pers

Name	Description
Application: Authority To Act	Application: Authority To Act
Application: Change Date of Birth Form	Application: Change Date of Birth Form
<b>Edit Check PRF Personnel</b>	<b>Edit Check PRF Personnel</b>
Edit Check PRF Personnel FTE	Edit Check PRF Personnel FTE
Edit Check PRF Personnel Salary	Edit Check PRF Personnel Salary
Edit Check: Attendance Centers with no FTE	Edit Check: Attendance Centers
Edit Check: Minimum Graduation Requirements, By Units of Credit	Edit Check: Minimum Graduation Requirements, by Units of Credit
Edit Check: Position Codes with no FTE	Edit Check: Position Codes with no FTE
Report: Asgn Code 80005 Other Miscellaneous Assignments	Report: Asgn Code 80005 Other Miscellaneous Assignments
Report: Average Salary of Administrative, Based on FTE	Report: Average Salary of Administrative, Based on FTE
Report: Average Salary of Classroom Teacher, Based on FTE	Report: Average Salary of Classroom Teacher, Based on FTE
Report: Average Salary of School Service Specialist, Based on FTE	Report: Average Salary of School Service Specialist, Based on FTE
Report: By Staff Person	Report: By Staff Person
Report: District/School Information	Report: District/School Information
Report: Employees By Reporting Type	Report: Employees By Reporting Type
Report: FTE Summary of Other Staff	Report: FTE Summary of Other Staff
Report: Graduation Requirement Credit Units	Report: Graduation Requirement Credit Units
Report: Highly Qualified Status	Report: Highly Qualified Status
Report: List of All Employees	Report: List of All Employees

Next

#1 Click on "Edit Check PRF Personnel" report.

#2 Click on "next".

## STEP #2: Report information needed

**STEP #3:** If you get the message, "There are no errors detected for district (EX: 32002)", follow step #4 listed below to close this report and skip to the direction for the next edit check. If there are errors detected, follow the direction on how to print the report listed below in steps #1-4.

**STEP #4:** These error reports are generated from the personnel record form data submitted by your district/school. Please take a few minutes to review and/or correct data as necessary in the "Personnel Record Form" menu. Some error reports may not be errors at all, but simply bring to your attention data that warrants your review.

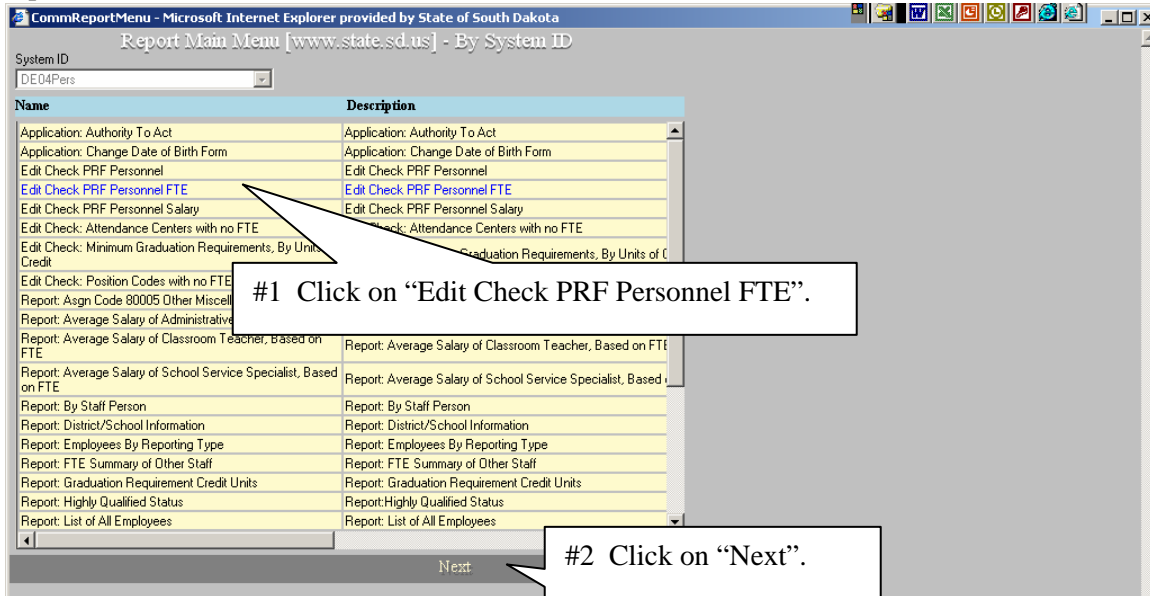
Description of sub-reports included in "Edit Check PRF Personnel":

1. Assignment Code Minutes = 0 - If the personnel listed below are assigned to a duty (EX: Drug Free School Coordinator), report 0 class minutes. Please double check the following assignment code with 0 class minutes.
2. REQUIRES RESOLUTION: Ethnicity is Blank - Please select an ethnicity for the following personnel.
3. Error in First Year Status Code List - The following personnel employment "Status Codes" indicate they are persons in their first year of employment in any school system and in any state, but their "Total Teaching and/or Total Administrative/School Service Specialist Experience" indicate they have previous years of experience. Please correct the employment "Status Code" or the "Total Teaching and/or Total Administrative/School Service Specialist Experience".
4. REQUIRES RESOLUTION: Gender is Blank - Please add a gender code for the following personnel.
5. Edit Check Instructional or Administrative Exp > 50 - The following personnel Teaching and/or Total Administrative/School Service Specialist Experience is /are greater than 50. Please double check to make sure you typed in the experience correctly.
6. No Date of Birth or Questionable - If there is an error in the following person's date of birth, fill out the below change in date of birth application and mail to Accreditation and Teacher Quality /700 Governors Drive/Pierre, SD 57501-2291.
7. No Reporting Type List - Please select a Reporting Type for the following personnel.
8. Personnel Records need to be updated - The following personnel have not been reported as "no longer employed" and no assignments have been encoded to the personnel record. Please update the following personnel records.
9. Edit Check Status Codes Missing - Based on our calculations, the staff listed have a full-time equivalency salary that falls outside our edit check expected salary range. Please review for accuracy.
10. Edit Check Status Codes without years of experience - The following personnel employment "Status Codes" indicate they are persons who have taught before, but their "Total Teaching and/or Total Administrative /School Service Specialist Experience" indicate they have 0 years of experience. Please correct the employment "Status Code" or the "Total Teaching and/or Total Administrative/School Service Specialist Experience". Assignment code minutes are 0.
11. REQUIRES RESOLUTION Attendance Centers with no FTE - The attendance centers listed were reported on the Educational Structure Data Collection this summer and no staff have been assigned. Please assign staff to these attendance centers. PLEASE NOTE: If attendance center "00 System Wide", for example the following personnel should be assigned: superintendent, special education director and curriculum specialist/coordinator (EX: staff serving all students K-12)

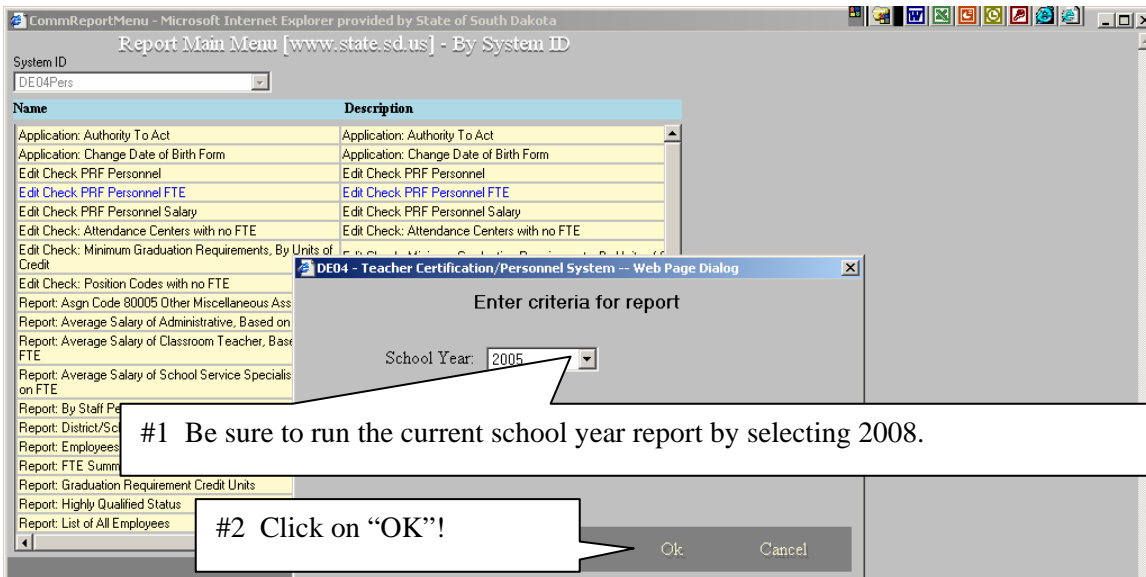
**STEP #5:** Once you have made corrections, follow the above steps again to ensure you have corrected errors.

## Second Edit Check

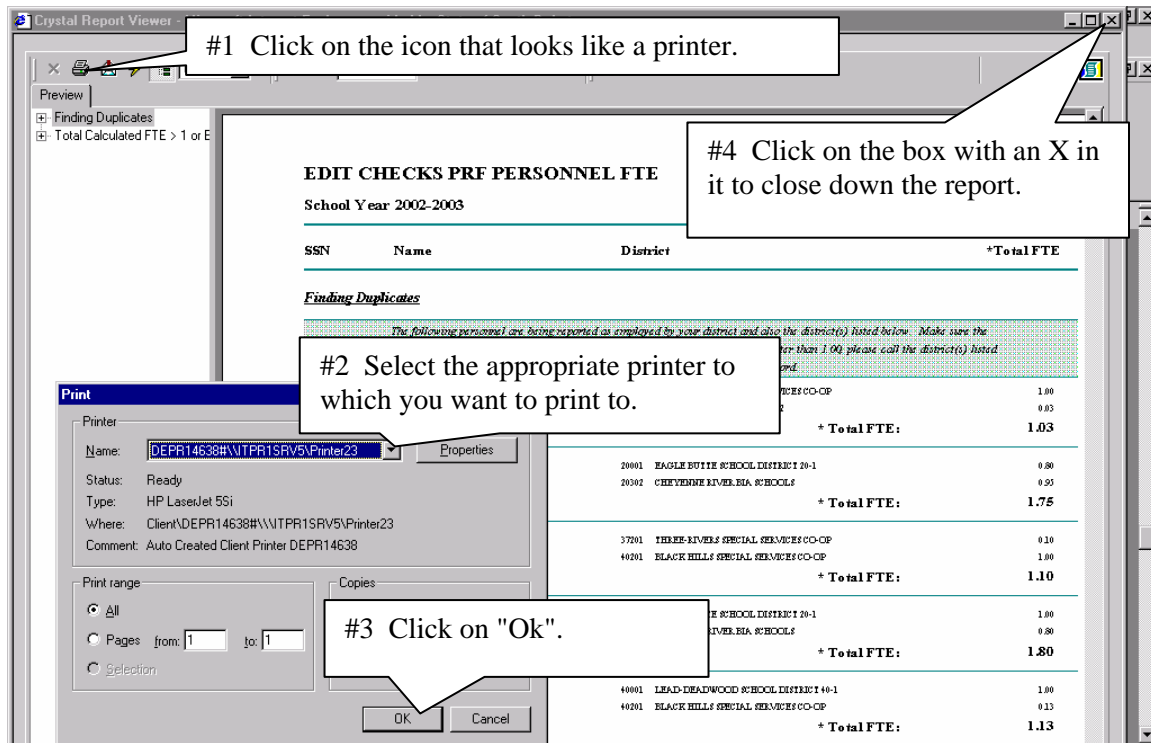
**STEP #1:** ALL school districts are required to run the "Edit Check PRF Personnel FTE". Follow the directions on how to run a report and print the "Edit Check PRF Personnel FTE" report.



**STEP #2:** Report information needed



get **STEP #3:** If you the message, "There are no errors detected for district (EX: 32002)", follow step #4 listed below to close out of the report and skip to the direction for the next edit check. If there are errors detected, follow the direction on how to print the report listed below in steps #1-4.



**STEP #4:** These error reports are generated from the personnel record form data submitted by your district/school. Please take a few minutes to review and/or correct data as necessary in the "Personnel Record Form" menu. Some error reports may not be errors at all, but simply bring to your attention data that warrants your review.

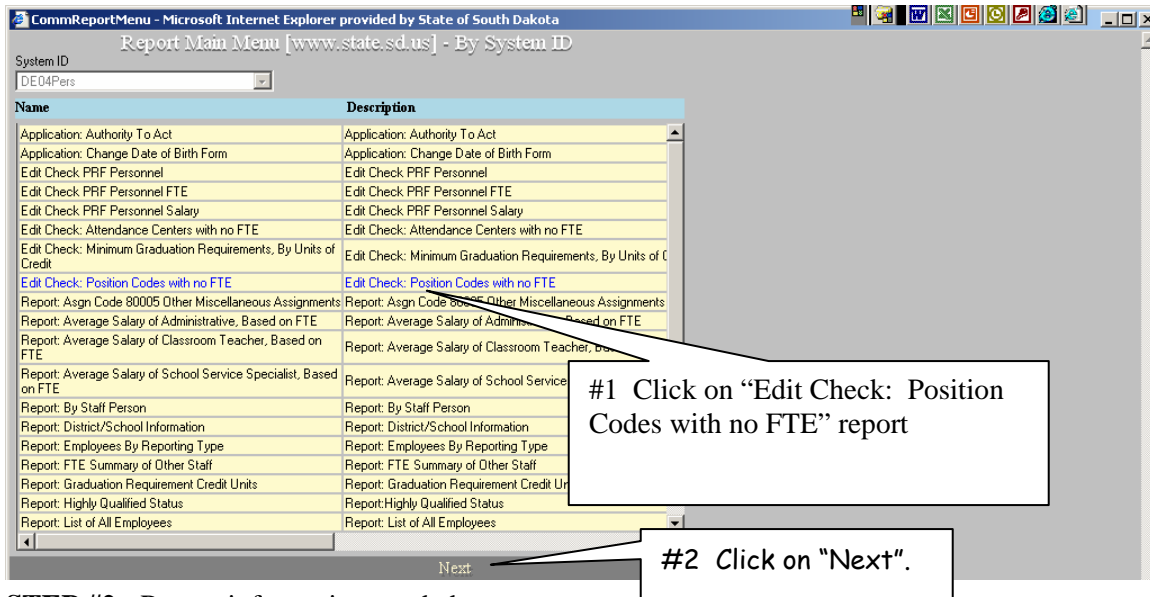
**Description of sub-reports included in "Edit Check PRF Personnel FTE":**

1. **Finding Duplicates** - The following personnel are being reported as employed by your district and also the district(s) listed below. Make sure the sum of their full-time equivalency (FTE) is not greater than 1.00. If the FTE is greater than 1.00, please call the district(s) listed and make correction to the personnel record.
2. **Total Calculated FTE > 1 or equal to 0** - A 1.00 full-time equivalency (FTE) represents a full-time employee. Please adjust the assignment "Weekly Class Minutes" for the following personnel so your "Total Calculated FTE" is not greater than 1.00 or equal to 0.

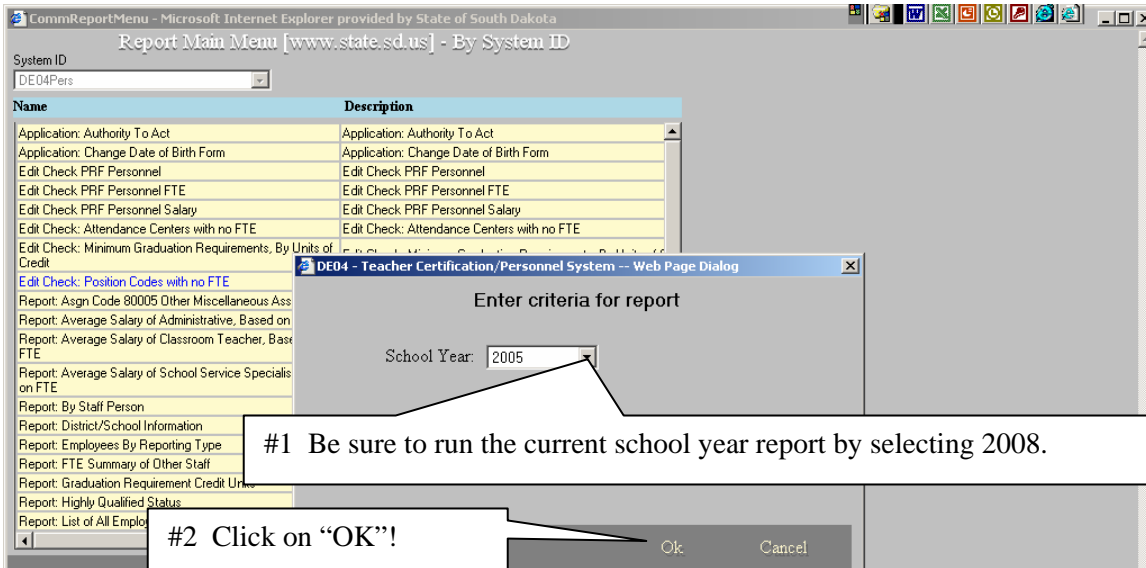
**STEP #5:** Once you have made corrections, follow the above steps again to ensure you have corrected errors.

## Third Edit Check

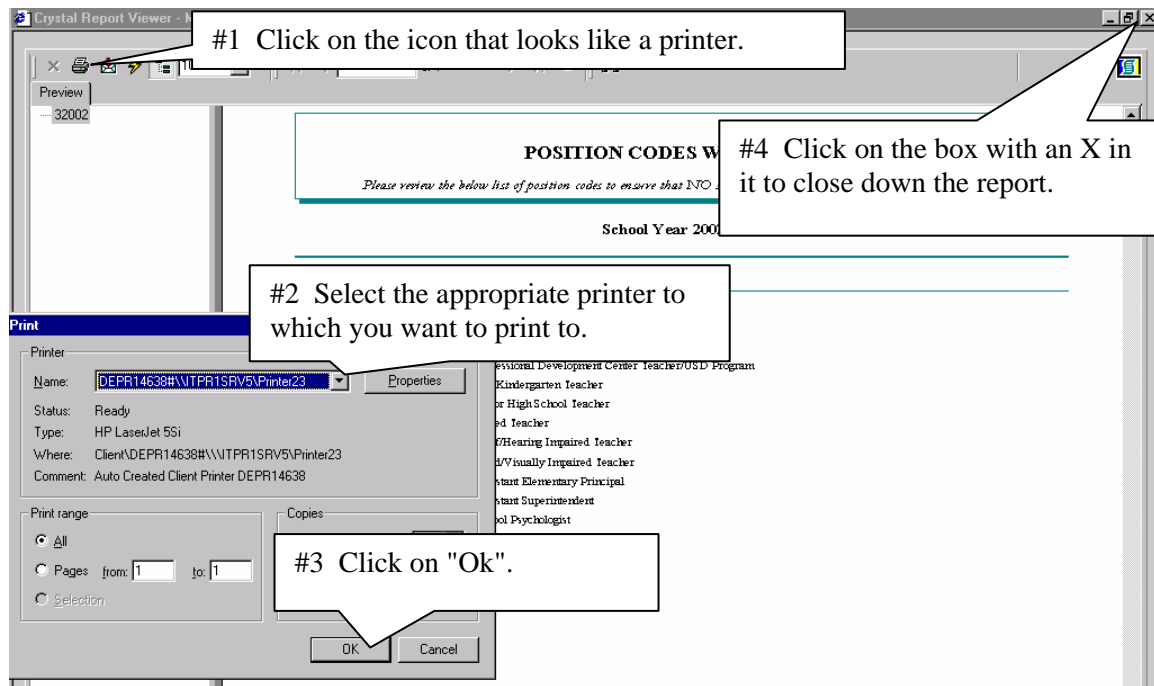
**STEP #1:** ALL school districts are required to run the "Edit Check: Position Codes with no FTE". Follow the directions on how to run a report and print the "Edit Check: Position Codes with no FTE" report.



**STEP #2:** Report information needed



**STEP #3:** If you get the message, "There are no errors detected for district (EX: 32002)", follow step #4 listed below to close out of the report and skip to the direction for the next edit check. If there are errors detected, follow the direction on how to print the report listed below in steps #1-4.



**STEP #4:** These error reports are generated from the personnel record form data submitted by your district/school. Please take a few minutes to review and/or correct data as necessary in the "Personnel Record Form" menu. Some error reports may not be errors at all, but simply bring to your attention data that warrants your review.

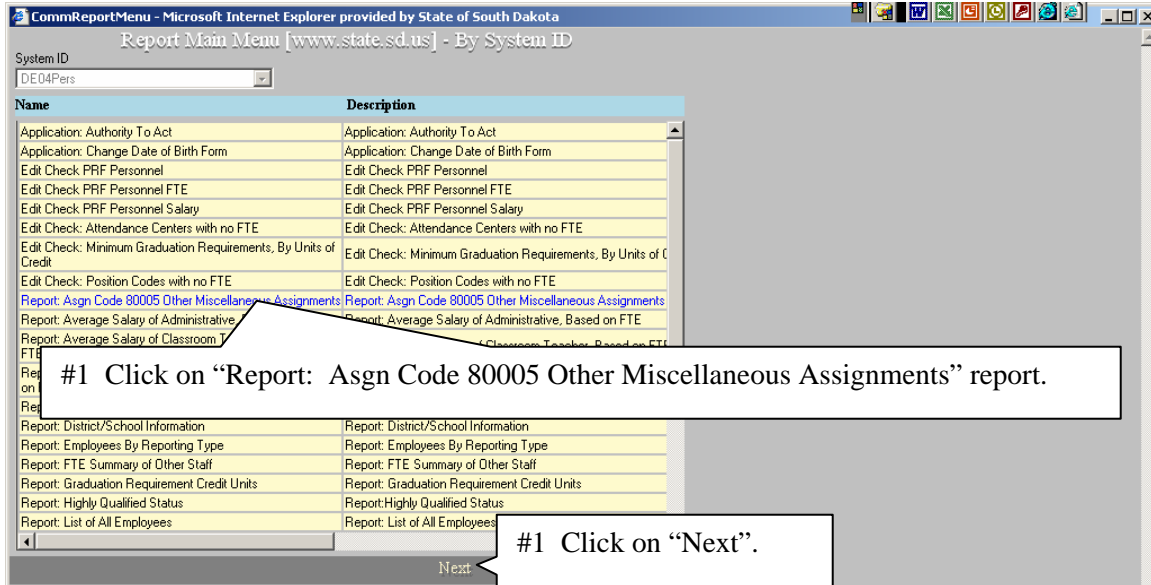
Description of sub-report included in " Edit Check: Position Codes with no FTE":

1. Position Codes with no FTE - Please review the list of position codes to ensure that NO staff person is employed for any of the positions listed.

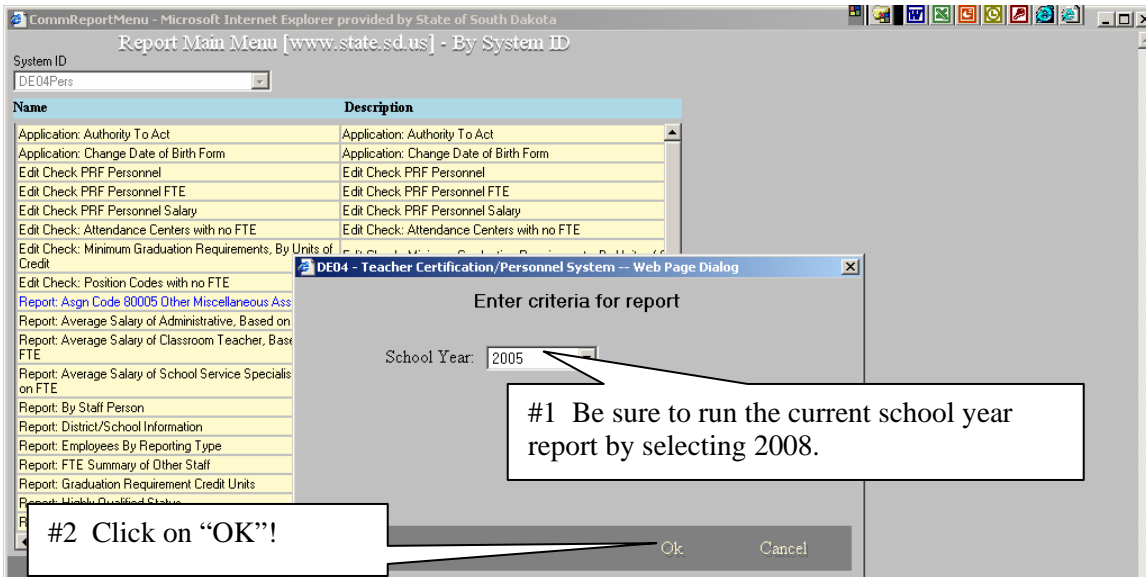
**STEP #5:** Once you have made corrections, follow the above steps again to ensure you have corrected errors.

## Fourth Edit Check

**STEP #1:** ALL school districts are required to run the "Report: Asgn Code 80005 Other Miscellaneous Assignments". Follow the directions on how to run a report and print the "Report: Asgn Code 80005 Other Miscellaneous Assignments" report.

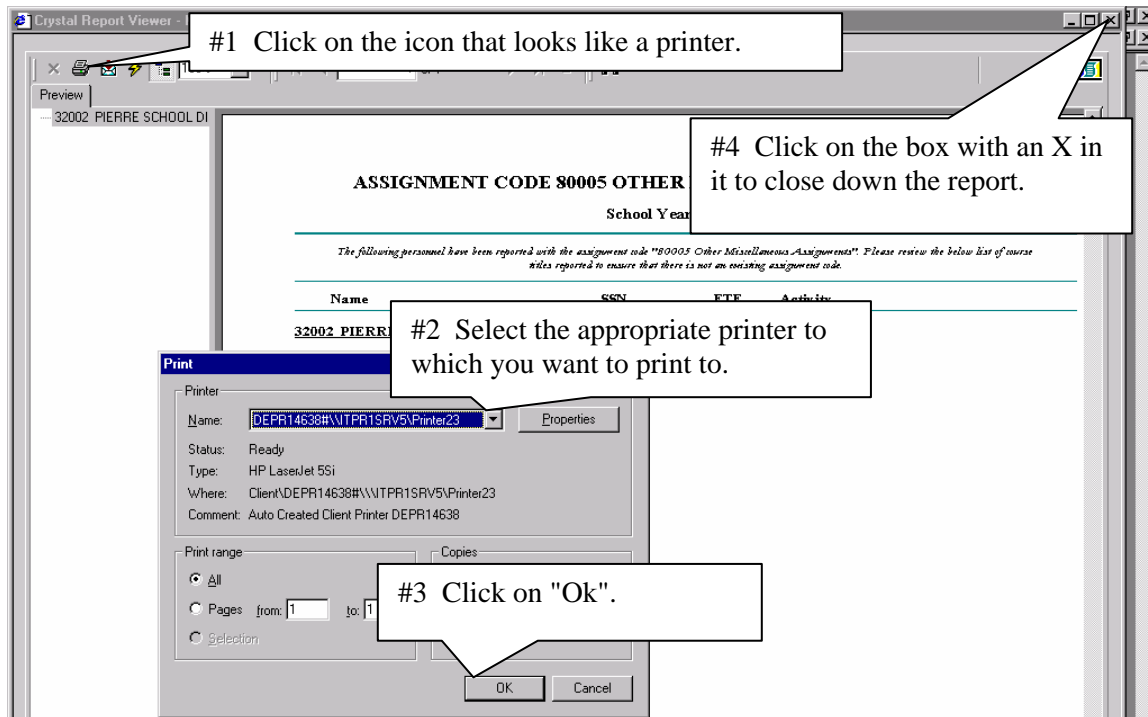


**STEP #2:** Report information needed





**STEP #3:** If you get the message, "There are no errors detected for district (EX: 32002)", follow step #4 listed below to close out of the report and skip to the direction for the next edit check. If there are errors detected, follow the direction on how to print the report listed below in steps #1-4.



**STEP #4:** These error reports are generated from the personnel record form data submitted by your district/school. Please take a few minutes to review and/or correct data as necessary in the "Personnel Record Form" menu. Some error reports may not be errors at all, but simply bring to your attention data that warrants your review.

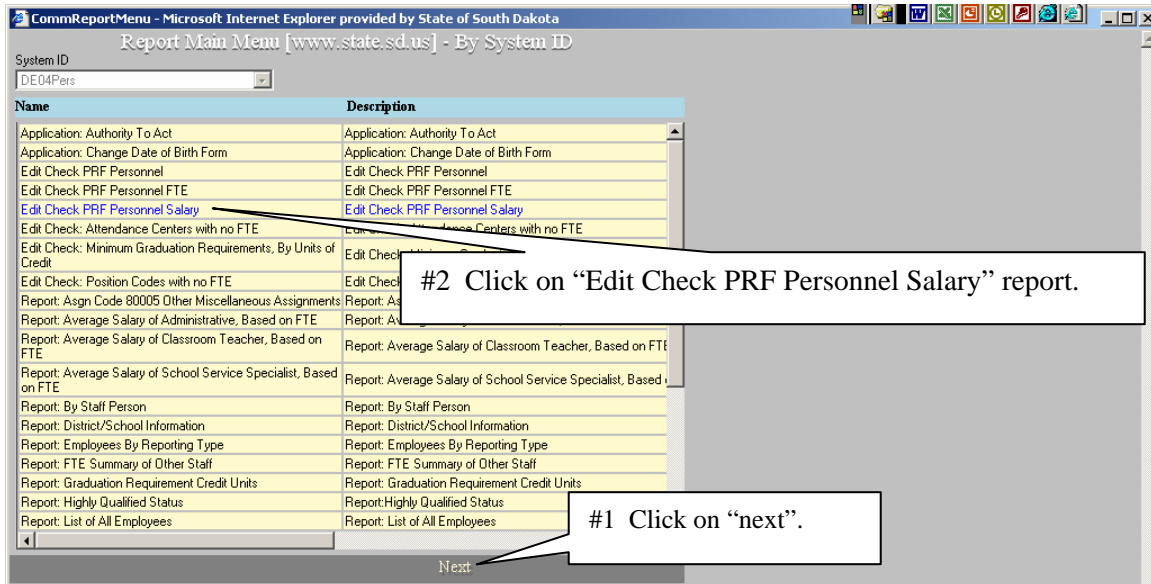
Description of sub-report included in "Report: Asgn Code 80005 Other Miscellaneous Assignments":

1. Other Miscellaneous Assignments - The personnel listed have been reported with the assignment code "80005 Other Miscellaneous Assignments". Please review the below list of courses to ensure there is not an existing assignment code. Drop Everything and Read/Silent Reading Time should be counted as time in the regular class being taught, not as a miscellaneous assignment.

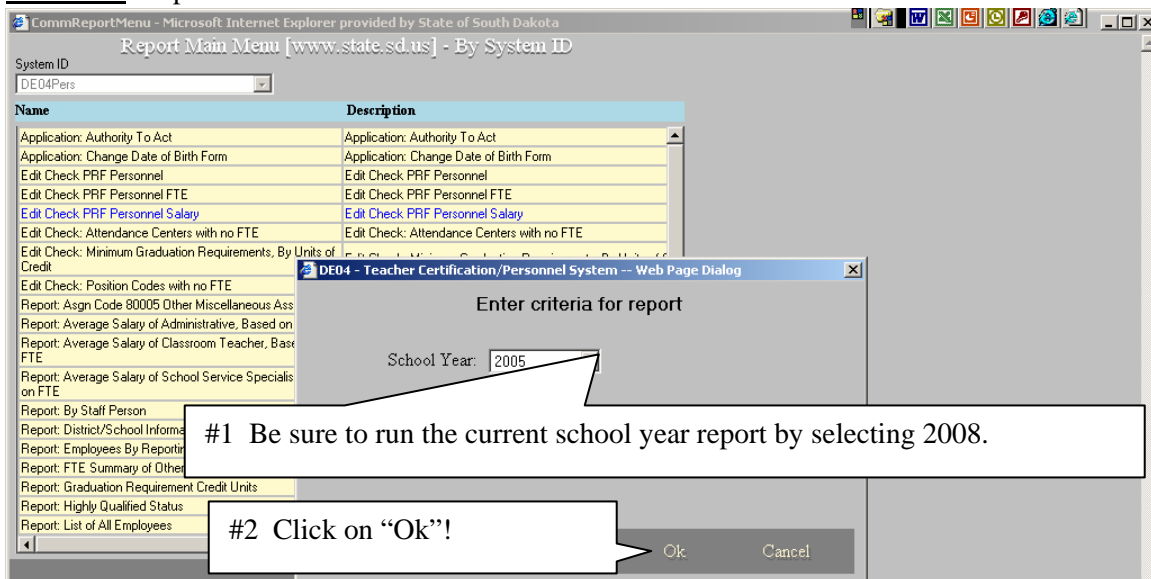
**STEP #5:** Once you have made corrections, follow the above steps again to ensure you have corrected errors.

## Fifth Edit Check

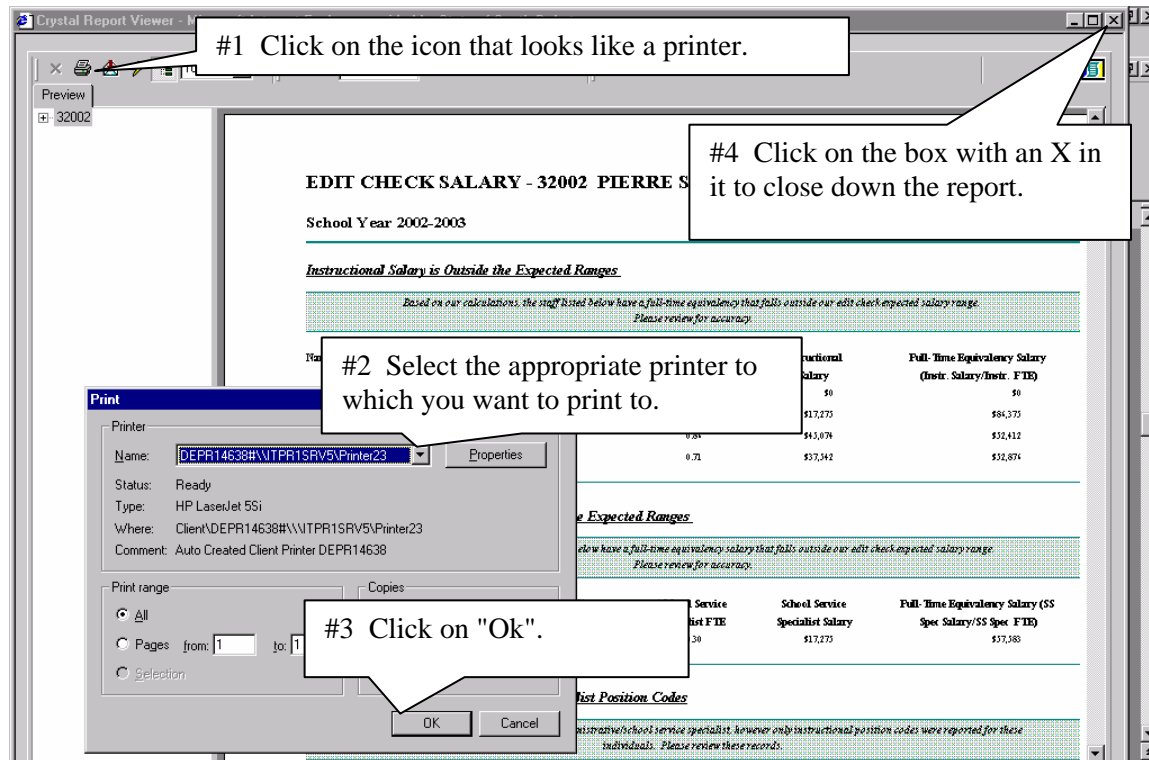
**STEP #1:** ALL public and cooperative school districts are required to run the "Edit Check PRF Personnel Salary". Follow the directions on how to run a report and print the "Edit Check PRF Personnel Salary" report.



**STEP #2:** Report information needed



**STEP #3:** If you get the message, "There are no errors detected for district (EX: 32002)", follow step #4 listed below to close out of the report. If there are errors detected, follow the direction on how to print the report listed below in steps #1-4.



**STEP #4:** These error reports are generated from the personnel record form data submitted by your district/school. Please take a few minutes to review and/or correct data as necessary in the "Personnel Record Form" menu. Some error reports may not be errors at all, but simply bring to your attention data that warrants your review.

Description of sub-reports included in "Edit Check PRF Personnel Salary":

1. Administrative Salary is outside the expected ranges - Based on our calculations, the staff listed below has a full-time equivalency salary that falls outside our edit check expected salary range. Please review for accuracy.
2. Instructional Salary is outside the Expected Ranges - Based on our calculations, the staff listed below have a full-time equivalency that falls outside our edit check expected salary range. Please review for accuracy.
3. School Service Specialist Salary is outside the expected ranges - Based on our calculations, the staff listed below have a full-time equivalency salary that falls outside our edit check expected salary range. Please review for accuracy.
4. Salary without Admin/SS Spec Position Codes - The records reported a salary for administrative/school service specialist, however only instructional position codes were reported for the individuals listed. Please review the records.
5. Salary without Teacher Position Codes - The records reported a salary for instructional, however only administrative/school service specialist position codes were reported for the individuals. Please review these records

**STEP #5:** Once you have made corrections, follow the above steps again to ensure you have corrected errors.